

2015 Camp Erie Parent Manual

Camp Erie at the Erie Community Center (Ages 8 - 14)
Camp Erie at Aspen Ridge Academy (Ages 5 - 7)



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RECREATION DIVISION ORGANIZATION

Erie Community Center
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WELCOME TO CAMP ERIE!

We are excited to offer you a fantastic summer in Erie! This manual contains important information for the Camp Erie day camp program. You will need to register at Guest Service or online at www.erieco.gov/camperie review this parent manual and complete the Camp Erie camper information forms packet prior to sending your child to camp. **In this manual, "parent" will refer to the parent or guardian, "Center" will refer to the Erie Community Center, "Camp Erie at ECC" will refer to Camp Erie at the Erie Community Center and "Camp Erie at ARPS" will refer to Camp Erie at Aspen Ridge Preparatory School.**

All camper information forms and proof of current immunizations will need to be turned in to the Camp Director at least one week prior to your child's first day of camp. All camper information forms should be turned in at the Center or submitted online at www.erieco.gov/camperie. The Camp Erie Parent Orientation will be held on Monday May 18th at the Center. The Recreation Coordinator will outline all the details of the camp including summer highlights, camp rules and regulations, activity plans and field trip schedules.

Let's get ready for a fun summer!

PHILOSOPHY OF THE CAMP ERIE PROGRAM

The camp program focuses on the whole child as we offer hands-on experiences that enrich and build each camper's learning skills according to their age and ability.

PROGRAM GOALS AND OBJECTIVES

1. To create a safe and fun environment for all campers.
2. To provide an organized program that offers a variety of activities for all campers.
3. To introduce positive asset building to all of the campers.
4. To introduce activities that will exercise the mind and body.
5. To promote a life long habit of exercise and recreation.
6. To create opportunities for new friendships.
7. To teach acceptance of all members of society.
8. To create opportunities for personal challenge.
9. To promote healthy eating and a healthy lifestyle.
10. To provide an environment where campers can be themselves and have fun!

ELIGIBILITY FOR PARTICIPATION

In order to participate in Camp Erie, all children must be a minimum of 5 years or a maximum of 14 years of age during each weekly session registered. Children will not be able to attend camp until they are 5 years old. Once campers reach 14 years of age, they will no longer be able to attend camp.

CAMPERS WITH SPECIAL NEEDS

The Parks & Recreation Department does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation or any other status protected by law. Camp Erie is dedicated to supporting the Americans with Disabilities Act. If your camper may require special accommodations for participation, please call the General Recreation Coordinator at 303.926.2797. Camp staff will make reasonable accommodations to include all campers.

HOURS OF OPERATION & FEE SCHEDULE

Camp Erie will be held at two locations. Camp for children ages 5-7 will be held at ARPS, and ages 8-14 will be held at the Center. Camp programming hours for both locations are 9:30 am to 4:30 pm, Monday through Friday. Extended hours are available before camp, 7:00 am to 9:30 am, and after camp, 4:30 pm to 6:00 pm. There is no additional fee for before or after care.

The Center's hours of operation are 5:30 am – 9:00 pm Monday through Thursday, 5:30 am - 7:00 pm on Friday, 7:00 am to 7:00 pm. The hours of operation for ARPS are 7:00 am – 6:00 pm Monday through Friday.

There are eleven weeks in the 2015 Camp Erie program:

May 26 - May 29* *Camp will not be held on May 25 due to Memorial Day*

June 1 - June 5

June 8 - June 12

June 15 - June 19

June 22 - June 26

June 29 - July 3

July 6 - July 10

July 13 - July 17

July 20 - July 24

July 27 - July 31

August 3 - August 7

Registration options are a full summer, full week, or single days for each of the above weeks.

ADMISSION AND REGISTRATION OF CAMPERS

Camp Erie is offered through the Town of Erie. Participants can register at Guest Service at the Center or online at www.erieco.gov. Additional program and registration information is available online at www.erieco.gov/camperie.

Please remember that sessions fill up quickly – to ensure a spot for your child, it is important that you register in a timely manner.

ARRIVAL / DISMISSAL OF CAMPERS & SIGN-IN/SIGN-OUT PROCESS

The camp hours for both locations are 9:30 am to 4:30 pm, Monday through Friday. Extended hours are available before camp, 7:00 am to 9:30 am, and after camp, 4:30 pm to 6:00 pm.

All campers in Camp Erie at the ECC will begin each day in the Briggs Room/North Lawn, which will serve as the camp homeroom. All campers in Camp Erie at ARPS will begin each day in the cafeteria. It is required that all campers be accompanied to and picked up from the camp by a parent, or person authorized by the parent (must be on file with the Camp Director or designee). Authorized individuals must be at least 18 years old. Camp staff may not be listed as an authorized person without approval from the Camp Director. Campers may not sign themselves in to or out of the camp. The only exception is a signed "Bike/Walk from Camp" permission on file, indicating that the camper will be arriving to and/or leaving from camp alone. All campers must be at least 10 years old to sign themselves in/out of camp. No campers in Camp Erie at ARPS will be allowed to sign themselves in/out of camp. The camper sign-in/sign-out log will provide a clear record of attendance and tardiness for documentation, should it be needed. Persons unknown to camp staff will be asked to show identification.

PROCEDURE FOR PERSONS NOT AUTHORIZED TO PICK-UP CAMPERS

In a case in which an **UNAUTHORIZED** person arrives to pick up a camper, the camper will not be released. The General Recreation Coordinator or Camp Director will approve a person to pick-up the camper only if there's been a written or verbal approval prior to the pick-up, or if the camper's parent can be reached by phone at the time of pick up.

ARRIVAL TIME

Campers should arrive for camp before 9:30 am. Camp staff will wait at the check-in site until 9:30 am. If a camper does not arrive by 9:30 am and a late arrival is not expected, camp staff will call the parent to inquire of the camper's whereabouts.

PLANNED OR SCHEDULED LATE ARRIVALS

Planned or scheduled late arrivals are allowed but it is required that the parent give written or verbal notice to the Camp Director or designee prior to the foreseen late arrival. In those situations, the Camp Director or designee will wait for the late arriving camper, or schedule an alternate arrival location in advance with the parent.

TARDINESS OR UNSCHEDULED LATE ARRIVALS

For unscheduled tardiness, the procedure will be as follows:

First Time – Parent will sign-in camper late, camp staff will explain the importance of arriving to camp on time.

Second Time – The Camp Director or designee will discuss the situation with the parent and workout a communication process for future late arrivals.

Camper tardiness impacts the day's schedule for all the other campers in the session. Please respect other campers and ensure compliance.

In the event of emergencies or unplanned absences, please contact the Camp Director of the respectable site or Guest Service at 303.926.2550.

DISMISSAL TIME

Planned activities for the day will end at approximately 4:30 pm. Campers can be picked up anytime between 4:30 pm and 6:00 pm.

LATE PICK-UP

Campers are expected to be picked up on time. We understand that real life sometimes interferes, and appreciate a phone call to the Camp Director, if possible, if you are going to be late picking up your child. Out of respect for our time and that of our counselors, we will assess a late fee for anyone picked up later than 5 minutes after the end of their session. Campers will only be released to parents and individuals listed on their authorization form, or verbally authorized in case of an emergency.

A fee of \$10.00 beyond the 5 minute grace period will be assessed for all late pick-ups.

FAILURE TO PICK-UP A CAMPER

If a camper is not picked by 6:30 pm from camp, the Camp Director or designee will immediately call the parent. If reached, the Camp Director or designee will impress upon them the severity of their tardiness and proceed with the outlined policy for late pick-up. If the parent cannot be located, the Camp Director or designee will call the emergency contact. If he/she cannot be reached, the police will be notified and the camper will be turned over to the police by 7:00 pm.

IDENTIFYING WHERE CAMPERS ARE AT ALL TIMES

Schedules of activities will be given out to parents/guardians at the beginning of each weekly session and they will also be available online at www.erieco.gov/camperie. Changes are given out as they occur. When campers are not at the Center a sign will be posted on the Briggs Room door, when the campers are not at ARPS a sign will be posted on the cafeteria door at ARPS. The sign will notify parents and visitors as to where the campers can be located. Parents can also call Guest Service at 303.926.2550 or reach the Camp Director to identify their location.

In order to keep track of the campers from activity to activity, camp staff will be assigned to certain campers and will employ a role call process throughout the day and during all activities.

Camp staff will also complete head counts regularly throughout the day and before and after transitioning to any activities.

END OF DAY

Before the end of the day, all rooms used during camp will be checked to ensure that all campers have been picked up. The sign-in log will be cross checked with the sign-out log. Any lost and found items will be placed in the camp "lost and found" which is stored in the Briggs Room if at the Center and in the cafeteria if at ARPS. All equipment and toys will be cleaned and sanitized, and then returned to their proper storage place.

VISITOR POLICY

We ask that all visitors check-in with the Camp Director or designee, be on file as an authorized person (by the parent), and sign-in and sign-out on our visitor sheet when they arrive and before leaving. Parents may visit the camp any time. Persons not on file as an authorized person must be with the parent when visiting camp. Please give the Camp Director advance notice of any visitors.

DRESS CODE

Please dress campers appropriately according to weather, planned activities, and in comfortable clothing. Arts and crafts may be messy so that the campers can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your camper for the use of the restroom. Clothing that a camper cannot handle themselves is not recommended. A proper swimsuit is also required daily and for swim related field trips. A swim shirt is also highly recommended. Closed toe shoes are also required for most activities. *Flip flops and sandals may be worn during swim time and on swimming related field trips but are not approved for climbing and athletic activities.*

T-SHIRTS

All campers will receive one t-shirt. Additional t-shirts are available for a \$5.00. T-shirts are mandatory for all camp field trips and are optional on other days. The t-shirts are helpful for identifying campers when we are on and off-site.

HANDLING OF CAMPER'S BELONGINGS AND MONEY

Campers are NOT to bring anything of value, toys, stuffed animals, CD players, MP3 players, iPods, PSP's, etc. All cell phones must be turned off and stored securely in their bags. Camp staff are not be responsible for items that are lost, taken by another camper, or broken. The individual camper is responsible for any personal belongings they may bring to camp. We do require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. When the campers are away from their designated home base, their belongings are all kept together at one location or on their person in a backpack.

We keep a camp "lost and found" at the home base of each camp where we put all recovered items.

Campers will not be allowed to purchase items from the vending machine during camp hours. Campers will not be allowed to purchase food and drinks during field trips. Therefore, campers **MUST NOT BRING MONEY** to camp. At no time will camp staff be responsible for campers' money.

CAMPER MEALS AND SNACKS

Any meal, snack or beverage that a camper may want or need during the day **MUST** be brought from home. All containers need to be clearly marked with the camper's name. Drinking water will be freely available to campers at all times. Camp staff have the right to check lunches brought from home to determine if they meet 1/3 of the child's daily nutritional

needs. If this is not met, the Camp Director will contact the parent and ask the parent to bring the appropriate food to meet the needs of the child's daily nutrition requirements.

Parents are reminded when sending their camper(s) with snacks/meals/drinks to not include anything that requires heating, refrigeration, or preparation. Meat, cheese, yogurt, and milk, for example, must be refrigerated within four hours after being removed from refrigeration. If sending these items, please include the "Blue Ice" reusable ice packs in the lunch bag/cooler. Another option is to freeze juice boxes, and use as ice packs. **Also, for the safety of the other campers, please avoid peanut based snacks for lunches.** Peanut based snacks are allowed but not recommended. Campers will not be allowed to share snacks at any time. In addition, **campers will not be allowed to purchase items from the vending machines during camp hours.**

STORING AND ADMINISTERING CAMPER'S MEDICATION

Please notify the General Recreation Coordinator if your camper will need any type of medication (prescription or over-the-counter) or if they require special medical attention due to allergies. Parents need to meet with the Camp Director in advance to set up a health care plan specific to the camper. If the proper paperwork has not been completed, the parent will be notified and asked to return to the Center to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the camper is at camp.

In the event that medication does need to be administered during camp time, we must have the following on file before administering the medication:

1. Written authorization from the health care provider
2. Written authorization from the parent/guardian
3. The medication in the original labeled container

Only camp staff who have received Medicine Administration Training are authorized to administer medication.

Confidentiality of the camper will be maintained at all times. All medications will be kept in a locked box away from campers. All procedures for storing and administering camper's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

SUNSCREEN

Campers will have outdoor activities during the week. Parents may send their camper to camp with their own sunscreen, which he/she will apply themselves, under the supervision of camp staff. In the event that a camper is not wearing sunscreen, camp staff will provide SPF 50+ Equate and Rocky Mountain Sunscreen Kids SPF 50+ sunscreens. Camp staff will be regularly enforcing the application of sunscreen to protect campers from sunburn.

ACTIVITY SCHEDULES

A sample activity schedule will be available at the parent meeting. Typical activities include arts and crafts, performances, individual and group games, free time, gym games (sports), and swimming. Weekly activity schedules will be available online at www.erieco.gov/camperie.

SWIMMING

Swimming will take place for an hour at least 2 times a week, except on Thursdays. All campers will be swim tested on their first day of camp and will be separated into three groups: *Red Bracelet* Swimmers will be able to use the play feature area, *Yellow Bracelet* swimmers will be able to use the lazy river, slide and play feature area and *Green Bracelet* swimmers will be able to use the pool without any restrictions. A swim shirt is highly recommended as the campers often get cold. As a courtesy to our other guests, campers will not be allowed to use the hot tub at any time.

Unfortunately, floaties and swim vests will not be allowed at camp. Center pool rules require children who use floaties or swim vests to be within arm's reach of an adult or in this case, camp

staff, at all times. To ensure the safety of all campers we will not allow campers to use these items. For those campers who do not want to swim, an alternative “Cool Zone” activity option will be provided. During this time, campers will be able to read books and relax quietly.

CLIMBING WALL

The climbing wall will be available to campers, at least once, during each week of camp. The activities at the wall are by choice and include the bouldering wall and the climbing pinnacle. Campers will be belayed by climbing or camp staff that are belay certified at the Center. Campers must wear athletic shoes for climbing. Sandals or Crocs will not be allowed.

FIELD TRIPS

Field trips will take place on Thursdays of each week of camp. There will be no additional camp activities or care held at the Center during field trip days. **All campers are required to wear their camp t-shirt on field trip days.** The field trip schedule is online at www.erieco.gov/camperie. This schedule is subject to change. Campers at Camp Erie at the ECC and ARPS may attend different field trips. Field trip locations are selected on what is most appropriate for each camp.

TRANSPORTATION OF CAMPERS

For field trips outside of the Center and ARPS, campers will be transported by **Boulder Valley School District** buses. Campers are expected to follow the established rules and regulations. Camp staff will **NOT** transport any campers in their own personal vehicles.

SAFETY WHEN RIDING IN A VEHICLE/VEHICLE SUPERVISION

Please be advised that the buses are not equipped with seat belts. All applicable safety rules are given to campers every time they board a bus. Camp staff will be dispersed throughout the bus to ensure campers are following rules and remain safe on the ride.

VIDEO VIEWING

In the event that any videos are viewed during camp, all videos will be viewed in accordance with federal copyright laws and will be G rated.

BEHAVIOR MANAGEMENT

In order to make camp a positive experience for all campers, we ask that four basic principles be observed:

1. Quietly listen to directions from camp staff
2. Take care of your camp stuff – the equipment and games
3. Take care of each other – keep your hands on your own body
4. Take care of your area – clean up after yourself

Camp staff use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the camper from inappropriate play to a more appropriate activity. Camp staff will communicate with the campers when solving problems. This communication is brief and clear. Communication can include giving alternative choices to the camper or assisting the camper with making appropriate decisions. Physical punishment is never used. Campers will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, or toileting.

It is the parent's responsibility to inform the Camp Director if their camper has any behavioral, mental, or physical challenges, which may affect his/her day-to-day activities. Such issues must be specifically noted on the camper's registration form and emergency card. Failure to provide advance notice of such issues may result in the camper's dismissal.

When a camper does not observe the expected guidelines, the camp staff will discuss an appropriate plan of action which may include any or all of the following steps:

1. Camp staff may separate the camper from the group for an age appropriate amount of time. When this occurs, camp staff will discuss with the camper why their behavior was deemed inappropriate before they return to the group.

2. Parents will be notified of any major or repetitive behavior problems by the Camp Director or designee during pick-up.
3. If a camper's behavior continues to be a problem, the Camp Director, the parent and the camper may meet and sign a behavior contract.
4. If there are further incidents, the consequence will be a parent conference and a possible suspension from registered days of the camp. A 50% refund will be provided for periods of suspension.
5. If there is another incident following this suspension, there will be an automatic expulsion from camp for the remainder of the camp program. Any future session fees that have already been paid will be refunded.

Camp staff will document all behavior problems and incidents.

REQUEST FOR CAMPER REMOVAL: EXPULSION FROM CAMP

The expulsion of a camper will always be a last resort. Before a camper is removed, the Camp Director will make every attempt to correct the behavior issues. The Camp Director will have a discussion of the behavior issues with the parent, including everything that has occurred to date and outline action steps to help improve the behavior. If the behavior continues, the decision for removal will be made and the parent will be informed verbally of the decision. The Camp Director will also follow up with a letter stating what actions have been taken and why. Any future session fees that have already been paid will be refunded.

WITHDRAWING FROM THE PROGRAM

A parent may withdraw his/her camper from the weekly or daily camp at any time. However, refunds will be given based on the refund policy. *No refunds will be available for the full summer option.*

For Camp Erie activities cancelled by the Parks & Recreation Department, payments will be credited to your account. A refund will be issued upon written request.

A full (100%) credit or refund for Camp Erie will be issued upon written request if withdrawals are requested at least seven (7) calendar days prior to the activity start date.

A 75% credit or refund for Camp Erie will be issued if a withdrawal is requested up to six (6) calendar days prior to the activity start date.

A 50% credit or refund for Camp Erie will be issued if withdrawal is requested after activity date begins and before activity session is 50% complete.

Late activity registrations will not be prorated.

Reminder: Refunds will match the type of enrollment. (Example: Single day refunds will not be issued if participant is enrolled in the full week option).

CAMPERS WHO BECOME ILL / ACCIDENTS / EMERGENCY

If your camper is exhibiting any signs or symptoms of illness prior to coming to camp, please be considerate to others by keeping your camper at home. Consult a physician to determine if your camper's symptoms are contagious and when he/she should return. Parents must report any exposure to communicable illnesses outside the camp to the Camp Director. The camper will then be excluded from the camp for the period of time prescribed by the child's physician or the local health department.

If your camper becomes ill during camp they will be separated from the other campers and will be offered a blanket and cot to lie on. If a camper is injured, first aid will be administered. Minor scrapes and bumps will be reported to the parent when they arrive to pickup their camper.

If a camper should become seriously ill or injured during the camp program, the parent will be notified and the camper must be picked up. If emergency transportation was required the camper will be transported by emergency vehicle to the nearest hospital and the parent will be

notified as soon as possible. If the parent cannot be located, the camper's emergency contact will be notified.

Camp staff will document all injuries and illnesses.

ILLNESS CONDITIONS AND SYMPTOMS

We understand that campers get sick, but we must maintain the safety and well-being of all campers.

Parents are asked to leave their camper at home if he/she displays any of the symptoms listed below. Camp staff are trained to monitor the campers' behavior and note any symptoms of illness. We reserve the right to contact a camper's parent and arrange for a pick up if any one of the symptoms below is observed. If these symptom(s) are observed, we reserve the right to require a doctor's statement before allowing a camper to return. In addition, we will require a doctor's statement if the camper has undergone surgery or been hospitalized. The doctor's statement must indicate the date the camper has been cleared to return to camp. Campers who exhibit symptoms or a diagnosis of a communicable disease shall not be admitted to camp.

Prior to returning to camp, campers must provide a doctor's note and/or be symptom free for 24 hours, including:

- Maintaining a temperature range of 97 - 99 degrees
- Having two solid stools
- Any rashes or skin breaks resolved
- No vomiting

Symptoms which will prevent participation in camp:

- severe coughing (child gets red or blue in the face, makes high-pitched croupy or whooping sound after coughing)
- breathing trouble
- yellowish skin or eyes
- pinkeye (redness of eye, watering, or pus)
- unusual spots or rashes
- infected skin sores (crusty, bright yellow, dry or moist areas of the skin)
- fever
- unusual behavior (child won't eat, excessive crying/unwell)
- frequent scratching of the scalp or skin
- gray or white stool
- blood or mucous in the stool
- unusually dark, tea-colored urine
- sore throat/trouble swallowing
- severe or persistent headache
- vomiting
- diarrhea

*Exclusion of the camper with the common cold is NOT necessary

What we will do when a child has symptoms:

- separate the child from other children
- have them lie down and rest on a cot
- contact parents or emergency contacts
- staff will stay within hearing of sick child until parent arrives to pick them up
- if a child is coughing or sneezing, remind him/her to cover their mouth and wash their hands afterwards
- staff will follow universal precaution guidelines
- if campers clothing becomes soiled, shorts and a shirt will be provided

Camp staff are trained in proper hand washing techniques and will be training and monitoring all campers to ensure they are properly washing their hands. Campers will be washing their hands after using the restroom, before they eat/drink, and at any time their hands appear to need it (dirty from playing outside, for example).

Camp staff are trained to properly clean and disinfect areas the campers come in to contact with per the Colorado Department of Public Health and Environment guidelines.

REPORTABLE DISEASES

The Weld County Health Department will be notified of all reportable diseases and will be informed of any outbreak of illness.

These include:

- campylobacter
- cryptosporidiosis
- E.Coli
- giardia
- hepatitis A
- hepatitis B
- measles
- meningitis (bacterial)
- mumps
- rubella (german measles)
- salmonella
- shigella
- tuberculosis (TB)
- whooping cough

In the event that a camper comes down with a communicable illness, staff will notify Weld County Health Department for direction. Once the illness has been confirmed by a doctor, parents of the other campers will be notified and a sign will be posted at the camp homeroom. Camper confidentiality will be maintained at all times.

EMERGENCY ACTION PLAN

The Center's Emergency Action Plan (EAP) will be followed during all emergency situations that occur at the Center. The EAP for The Ballpark at Erie will be followed during all emergency situations at the Erie Community Park. The Aspen Ridge Preparatory School Evacuation Plan will be used for all emergency situations at the ARPS. All camp staff are trained in these established safety procedures.

The following steps will take place in the event of an actual emergency situation:

- Access
- Communicate
- Ensure Safety
- Secure Property
- Document

When off-site, the camp staff will refer to the established emergency action plan of the facility for all emergency and weather related situations.

In the event of an emergency where evacuation is necessary, parents will be notified as soon as possible. If parents cannot be located, the child's emergency contact will be notified.

INCLEMENT WEATHER PROCEDURES / NATURAL DISASTERS

Fire and tornado drills will be held at least once a month during camp to familiarize campers on the procedures to follow in the event of an emergency.

When camp staff are alerted of serious weather conditions, including tornados, the campers will be moved to the designated safe zones (locker rooms) within the Center or (hallways) of ARPS. Camp staff will take attendance once they are in the safe zones and remain there until the all-clear signal is given. Once an all-clear signal is given from the Camp Director or from the local authorities, campers will return to regularly scheduled activities. Parents entering the Center or ARPS in search of their children will be directed to the safe zones for reuniting.

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened and campers will be provided with additional water. The campers will then be moved indoors. In the event of rain and flood, the campers will remain indoors and evacuate to higher ground if necessary. During periods of lightning the campers will be moved indoors and/or the campers will be evacuated from the pool and showers.

If the Center or ARPS close due to weather or for any other reason, parents and/or emergency contacts will be notified by telephone of the situation and notified of a pick-up plan.

LOST CAMPERS

Camp staff are responsible for the whereabouts of the campers at all times. Prior to leaving any location, camp staff are to take roll call and take a head count of the group. In the event that a camper is missing, the entire group shall remain where they are until the camper has been found. A second roll call and head count is done at this time and the missing camper is identified and confirmed. If the lost camper is not located within 2 minutes, camp staff will activate the action steps below.

ACTION STEPS

1. Once the camper is identified his/her picture card is to be pulled from the records and the following checks are to be made by the camp staff:
 - Ask all camp staff if they know where the camper is or was last seen
 - Ask all campers if they know where the camper is or was last seen
2. Camp staff will notify the Camp Director of the missing camper, including name, gender, age, hair color and what they might be wearing.
3. A search party will be created by Camp Director or designee for the missing camper.
4. Search all areas of the location, including indoor areas, restrooms, outdoor areas, parking lots and vehicles. Ask other guests or staff at the location. Page camper if possible to report to the meeting spot if on field trip or to Guest Service at the Center or ARPS Cafeteria.
5. The Camp Director will notify the Center's MOD (Manager on Duty) of the situation. The MOD will recruit additional Center staff to form another search party. The MOD will make an announcement on the public address system asking for the lost camper to report to Guest Service. If on a field trip, Camp Director or will notify the staff at the field trip facility for additional help.
6. Once camper is located, the search will end and communication will be made to ensure that the MOD, Camp Director all know that the camper has been located.
7. In the event that the lost camper can not be located within 10 minutes, the Camp Director or MOD will contact Programs Manager and 911 for further assistance. Parents or emergency contacts will also be notified at that time.
8. Additionally, a written report will need to be filed with the Weld County Department of Human Services within 48 hours for any camper who has been lost from the Center or other facilities, and for whom the local authorities have been contacted.

CAMP FEEDBACK

We want to hear from you on your camper's experience throughout the summer. Your feedback will help us to continue to improve the camp experience. We appreciate parents and campers completing evaluations and providing informal feedback throughout the summer. Please let the Camp Director know how if you have questions or concerns about your child's care. The General Recreation Coordinator will make every effort to resolve any issues or concerns you have about the program. Feedback can be submitted by contacting the Camp Director, General Recreation Coordinator or by submitting a comment in the Center's suggestion box.

FILING A CHILD CARE COMPLAINT

If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call 303.866.5958.

REPORTING OF CHILD WELFARE CONCERNS

As a child care facility, each camp staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining their personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.

If you suspect child abuse or neglect, you should seek assistance from the Weld County Department of Human Services. The telephone number for the Weld County Department of Social Services is 970.352.6933.

HAVE A GREAT SUMMER!

Thank you for your enrolling your camper in Camp Erie! We look forward to another fun filled summer with all of the campers. We hope your camper will gain a lifetime of memories and make some new friends along the way.

IMPORTANT PHONE NUMBER LIST FOR PARENTS

Erie Community Center – Guest Service	303.926.2550
Recreation Coordinator/Camp Director	Megan Langerak (Office) 303.926.2797 melangerak@erieco.gov
ECC Director	(Cell) 303.990.3179
ARPS Director	(Cell) 303.902.8013
Weld County Health Department	970.304.6415
Weld County Department of Social Services	970.352.1551
Complaint about Child Care Services	Division of Child Care CO Department of Human 1575 Sherman Street Denver, CO 80203 - 1714 303.866.5958